



# *CITY COUNCIL AGENDA REPORT*

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MEETING DATE: JULY 5, 2016

ITEM NUMBER: **CC-11**

**SUBJECT: PROFESSIONAL SERVICES CONTRACT FOR PLANNING CONSULTANTS**

**DATE: JUNE 24, 2016**

**FROM: DEVELOPMENT SERVICES DEPARTMENT**

**PRESENTATION BY: GARY ARMSTRONG, DIRECTOR OF ECONOMIC & DEVELOPMENT SERVICES/DEPUTY CEO**

**FOR FURTHER INFORMATION CONTACT: KATIE.ANGEL, MANAGEMENT ANALYST  
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## **RECOMMENDATION**

1. Approve the Professional Services Agreement with Kimley-Horn, not to exceed \$199,000; and
2. Authorize the City Chief Executive Officer to sign the attached Amendment One with Kimley-Horn and Associates.

## **BACKGROUND**

On October 18, 2015, the City of Costa Mesa issued a request for proposal for a Planning Consultant to work under the direction of the Development Services Director to plan, organize, direct, review, and coordinate the work of the Community Improvement Division within the Development Services Department; to assist in the coordination, implementation and monitoring of community improvement programs; to report to management, governing bodies and community groups; and to do other work as required. Current ongoing programs include the Group Home Enforcement Program, Hotel/Motel Enforcement Program, and Neighborhood Stabilization Program.

On May 19, 2016, the City entered into a Professional Services Agreement (PSA) with Kimley-Horn in an amount not to exceed \$49,999. There is currently one vacant Assistant Director position in the Development Services Department. Pursuant to the PSA with Kimley-Horn, Sherri Vander Dussen, a consultant at the firm, is currently fulfilling the duties and responsibilities of that position until a permanent Assistant Director can be recruited by the City.

## **ANALYSIS**

Following the adoption of Ordinance 15-11 by the City Council on November 17, 2015, Development Services has received a large volume of land-use applications to operate group homes or residential care facilities in multifamily residential zones, including 32 Conditional Use Permit (CUP) applications and 5 Special Use Permits (SUP). Additionally, CUP and SUP applicants have submitted reasonable accommodation requests for 20 facilities and have subsequently filed 19 appeals for reasonable accommodation determinations. Those appeals must be heard by the Planning Commission.

Key components of the Interim Assistant Director's scope of work include the supervision and preparation of a variety of comprehensive plans, complex research studies, statistics, and reports for written and verbal presentation necessary for Planning Commission hearings of CUP application requests and appeals of Reasonable Accommodation determinations.

Additional components of the Interim Director's scope of work include:

- Work with Code Enforcement on the enforcement and abatement efforts related to the R1 Group Home Ordinance 14-13 (there are currently 25 pending SUP applications in the R1 Single Family Residential Zone).
- Work with local and state agencies to recognize our Ordinances and cooperate with the City in their respective implementation.
- Coordinate with the City Attorney's Office in responding to Group Home litigation and Requests for Accommodations, Directors Hearings, and other legal aspects of Ordinance implementation.
- Coordinate with City Attorney's Office related to the Motel Long Term Stay Ordinance litigation, and ongoing Motel Inspections by the Fire Department.
- Make presentations to the Public, Elected, and Appointed Officials on the status of Group Home and other Community Improvement activities.
- Coordinate with Code Enforcement on preparation of a "Dilapidated Apartment" Ordinance and work with Apartment Owners on standards for apartments in the city.
- Assist the city's Homeless efforts.
- Coordinate with other Divisions in the Development Services Department on Community Improvement activities as necessary
- Provide leadership on other Community Improvement issues as assigned by the City Council and City CEO>

Based on current staffing needs, workload, and increase in projects, staff believes that planning consultant assistance is essential to functions of the Development Services Department. Attached is the Amendment One to the Professional Services Agreement (PSA) with Kimley-Horn to maintain Ms. Vander Dussen as the interim Assistant Development Services Director and for additional support staff to provide professional services until a permanent Assistant Development Services Director can be hired by the City.

### **FISCAL ANALYSIS**

Amendment One to the existing PSA is being funded through the City's contingency fund for FY 16/17. Consequently, any expenditures in excess of existing approvals will be required to be pre-authorized with total expenditures not to exceed the approved cap.

### **LEGAL ANALYSIS**

There is no adverse legal impact anticipated by the Council's taking the recommended action(s), based upon the documents and information provided to this office.

### **CONCLUSION**

Due to the current vacancy and large increase in land use permits and related activity pertaining to group homes and residential care facilities, staff is seeking authorization to amend the PSA with Kimley-Horn and Associates.

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GARY ARMSTRONG  
Director of Economic & Development  
Services/Deputy CEO

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STEPHEN DUNIVENT  
Interim Finance Director

Attachment A: [Kimley-Horn and Associates Amendment](#)  
Attachment B: [One Purchase Requisition](#)